

Norse Hub: Instructions for Hourly Time Entry

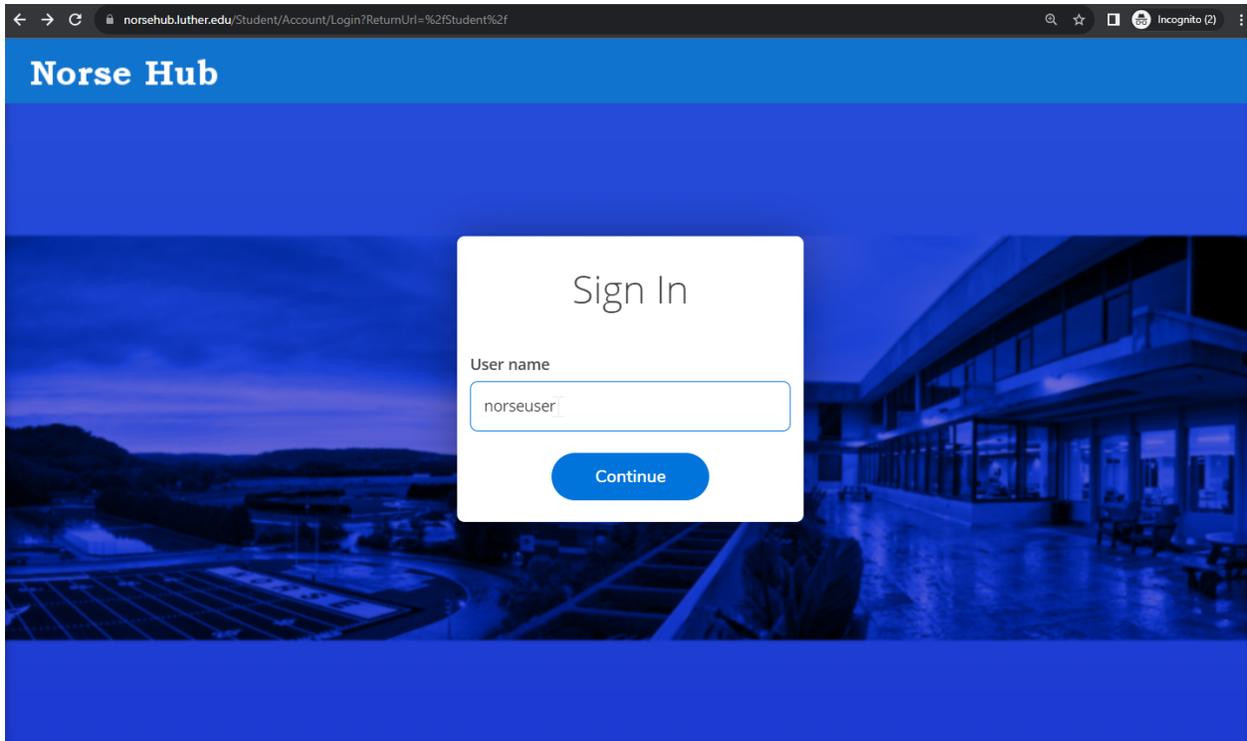
NorseHub.luther.edu is the Colleague Self Service interface for students, staff, and parents. Employee Self Service features allow employees to view their tax information, earnings statement (previously called pay advice), time entry, leave balance, position history, stipend history, and current benefits.

Click on the ‘? Help’ button in the upper right corner of the screen for more information or contact the ITS Technology Help Desk by calling x1000 or email helpdesk@luther.edu

This quick reference includes steps to:

Log in with your Norse Key username and password:	1
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Log in with your Norse Key username and password



Enter time worked and submit for approval

Click on 'employee' option and then 'time entry'

Norse Hub (Test) | janedoe | Sign out | Help

Hello, Welcome to Norse Hub!
Choose a category to get started.

- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Employee**
Here you can view your tax forms and consents, earnings statements, and leave balances.
- Required Agreements**
Here you can view any Agreements required for Registration.

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Welcome to Colleague Employee Self-Service!

- Tax Information**
Here you can view your tax forms and consent for e-delivery of tax information.
- Time Approval**
Here you can approve or reject timecards for the people you supervise.
- Employee Proxy**
Here you can delegate certain types of work tasks to another employee.
- Time History**
Here you can view your paid timecards.
- Position History**
Here you can view a list of your positions.
- Current Benefits**
Here you can view all your current benefits.
- Time Entry**
Here you can fill out your timecards.
- Earnings Statements**
Here you can view your earnings statement history.
- Leave**
Here you can view your leave balances.
- Time History (Supervisor)**
Here you can view paid timecards for the people you supervise.
- Stipend History**
Here you can view a list of your stipends.

Select pay period

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Employment | Employee | Time Entry

Time Entry

Bi-Weekly

01/25/2020 - 01/31/2020 Due by: 3/30/2020 11:59 PM Total: 40.00 Hours	Unsubmitted	Custodial Staff	>
02/01/2020 - 02/07/2020 Due by: 3/30/2020 11:59 PM Total: 40.00 Hours	Submitted	Custodial Staff	>

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Click the 'down arrow' to expand the time entry form.

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Employment | Employee | Time Entry

Pay Period 6/2/2018 - 6/15/2018
< All Time Sheets

Week 6/2/2018 - 6/8/2018
9.87 Total hours

Saved at 4:28 PM Save

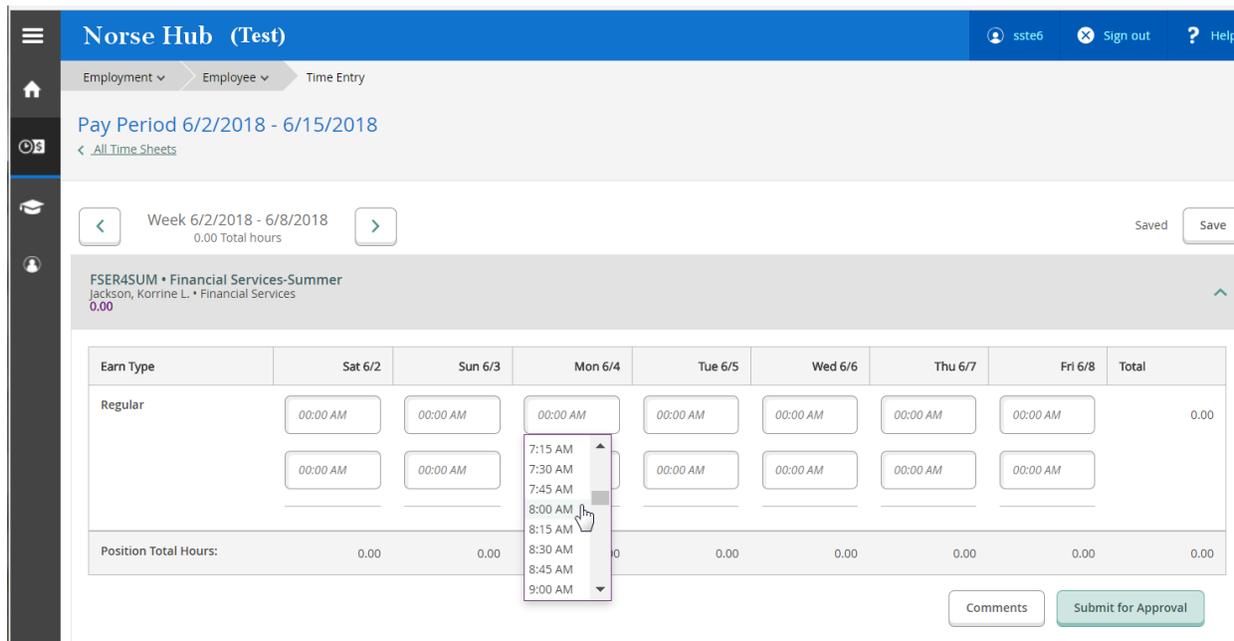
FSER4SUM • Financial Services-Summer
Jackson, Korrine L. • Financial Services
9.87

Weekly Totals

Daily Total Hours:	0.00	0.00	9.87	0.00	0.00	0.00	0.00	9.87
Regular Hours:								9.87

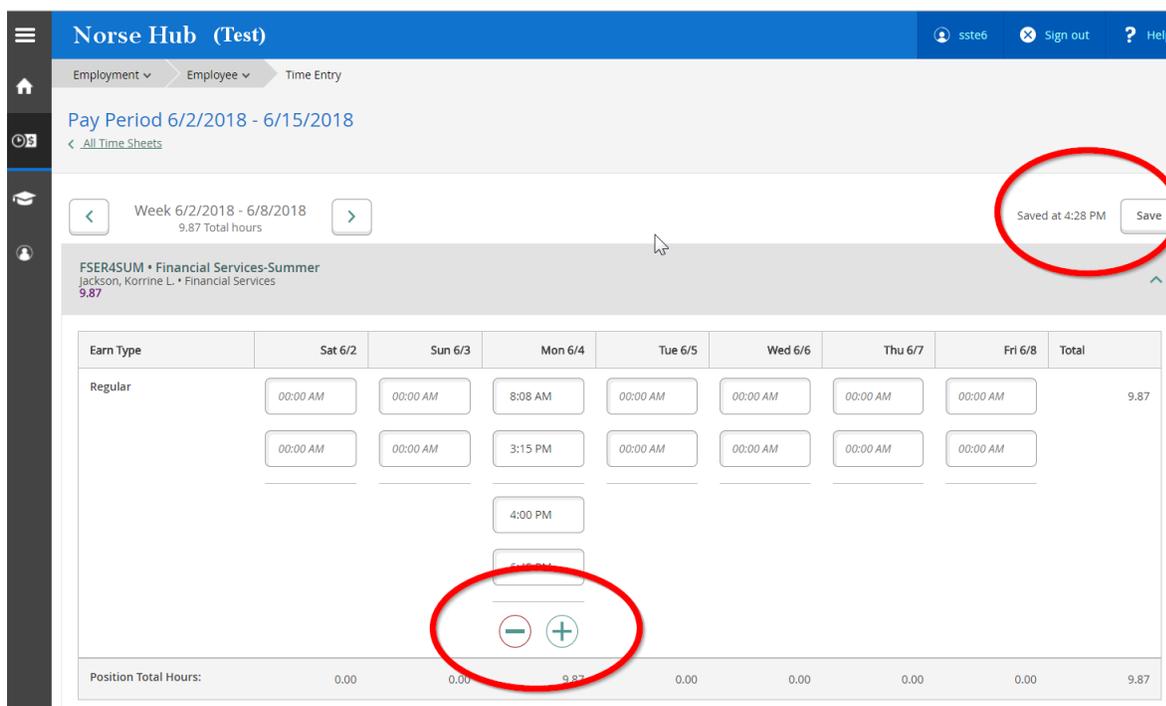
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You can add time by using the dropdown options:



Or you can use the keyboard to type the time and am or pm into the time slot.

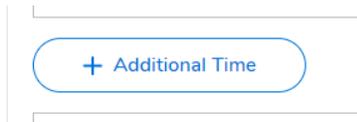
You can add multiple periods for the same day by clicking on the + sign:



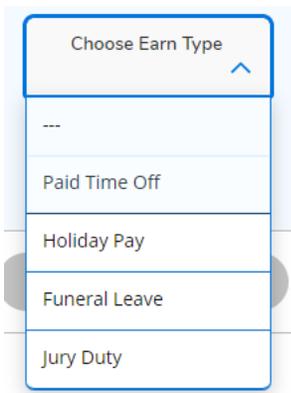
Press the 'tab' key to move between fields.

Paid time off

Regular employees (not student work), can add additional time such as Holiday, Paid Time Off, Funeral, or Jury Duty select:



Select the earn type:



Enter the hours on the corresponding day:

A screenshot of a form for entering hours. It features two rows of input fields. The first row is for 'Holiday Pay', with a dropdown menu on the left and seven empty input boxes. Below this row is a button labeled 'Remove Holiday Pay'. The second row is for 'Paid Time Off', with a dropdown menu on the left and seven empty input boxes.

You do not need to click on the 'Save' button, it is automatic, but you do need to pay attention that the status displays that the change has been saved. If you close the browser before it auto saves you will lose any information entered.

Click on "submit for approval" when you've completed entering all time for this pay period.

Week 01/25/2020 - 01/31/2020
 40.00 Total hours

Saved just now Save View Leave Balances

CUST1STAF • Custodial Staff
 Smith, Mary • Environmental Services • Main Campus
 40.00 | Unsubmitted

Earn Type	Sat 1/25	Sun 1/26	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Total
Work Schedule	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00
Regular	00:00 AM	00:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	32.00
	00:00 AM	00:00 AM	12:00 PM					
			+	+	1:00 PM	1:00 PM	1:00 PM	
					5:00 PM	5:00 PM	5:00 PM	
					- +	- +	- +	
Paid Time Off			4.00					4.00
	Remove Paid Time Off							
Funeral Leave				4.00	1			4.00
	Remove Funeral Leave							
+ Additional Time								
Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00
Comments	Submit for Approval							

This example shows 4 hours of PTO and 4 hours of Funeral Leave.

Review time entries for pay period

Pay Period 4/1/2018 - 4/30/2018

Week 4/28/2018 - 4/30/2018
3.00 Total hours

FA6LWS • Fin Aid Lws Student Worker
Flack, Melissa • Student Financial Planning
3.00 | Submitted

Weekly Totals							
Daily Total Hours:	0.00	0.00	0.00	3.00	0.00	0.00	3.00
Regular Hours:							3.00

Position History

To view the positions that you've held as an employee of Luther College, choose 'Position History' from the Employment menu.

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Employment • Employee • Position History

Position History

Start Date	End Date	Position Title	Primary	FTE
08/31/2019		Student Work Study	✓	0.000
09/04/2019	03/20/2020	Grounds FWS		0.000
02/11/2020	03/20/2020	Chips FWS		0.000

Sign out to end your session

Click on 'Sign out' when you have submitted your time for approval and close your browser.

